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Opening for **Legislative Bill and Data Management Specialist**

Utah Legislature
Office of Legislative Research and General Counsel

Deadline for Applications: Noon, December 2, 2016

The Office of Legislative Research and General Counsel, a nonpartisan office serving the Utah Legislature, is seeking a full-time Legislative Bill and Data Management Specialist. Applications will be accepted until noon on December 2, 2016.

In addition to demonstrating a high degree of flexibility in a professional environment, applicants must have a variety of skills:

- Excellent oral and written communication skills
- Computer skills, including WordPerfect, Microsoft Word, Access, and Excel
- Organizational skills as required to prioritize workflow and meet established deadlines
- Minimum of two years experience in an administrative professional position

Responsibilities in this position will include the following:

- Designing, creating, and maintaining methods for sharing information, streamlining, and improving quality of legislative documents relating specifically to the flow of bills through the entire legislative process
- Database queries and reports
- Preparing and distributing process-related and administrative technical documents for legislators and legislative staff
- Maintaining and organizing files in both written and electronic form
- Compiling, proofing, and technically editing bill file documents
- Working with the Utah Code database

Salary range: \$19 - \$22. Compensation includes comprehensive health, dental, and retirement benefits.

Please send a cover letter and resume to

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- Typically, the employee may sit comfortably to perform the work; however, there may be some walking, standing; bending; carrying light items; driving an automobile, etc. Special physical demands are not required to perform the work.
- Risks are those found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.
- The Office of Legislative Research and General Counsel participates in E- Verify.
- Veteran's Preference (Utah Code Ann. 71-10- 1, et. seq.) An applicant claiming veteran's preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran's preference requested. Additionally, a copy of the applicant's DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant's letter from the VA stating the disability percentage granted must also be attached.
- The Utah Legislature is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In compliance with the Americans with Disabilities Act, the Utah Legislature provides reasonable accommodation to individuals with disabilities. For accommodation information or if you need an accommodation to complete the application process, contact the Office of Legislative Research and General Counsel at 801-538-1032.